

### 3.0 Close-Out Focus Team for TIPS

**Scope:** To evaluate current, past, and future needs as they relate to close-out issues. Map all captured information in computer screen design for PC-based users. Recommend interfaces and possible screens. Identify management issues.

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**Overview:** The system would work the same way whether the user is closing out General POs, Construction POs, Consultant Contract POs, or A&E Contract POs. The system should provide all drill-down information based on the PR/PO# information entered. The system should then route all drill-down information through the appropriate interfaces to all responsible parties.

#### Primary Requirements

- An override button to be able to correct incorrect information in a field without having to back all the way out of the system
- Ability to link to all interfacing systems
- Ability to print this current screen/page without having to back out of the system
- Access to any and all existing forms or report templates available in all interfaces

#### Universal Requirements

The following list represents flashing red flags that will provide drill-down capability.

Red flags with pull-down lists, invoices/approvals/PO Staff, 620, SMs, Rec of Material, Flags flashing requirement screen and property people, all PAID inquiry screens, POIMS, FMIS, PAIRS, capture PO header information (buyer, req), Notifications to vendor for closures, tax, cert/tax information, comment fields (header =PR info), (pending Message Code), EIS, pull-down screen for invoices. Additional sub-level screens for invoice approval should key off message codes (1-series, 2-series, 3- and 4-series), Invoiced PR, no flashing = s closure, hardcopy, claims sick/forms, Bene Occup letter, warranty date, cost plus fixed fee (CPFF), running total of ea. category in task, release, and assignment, all present day forms (i.e., patents certs, 620A - audit request, FSS-16/DOE, tracking system for all GFP and SAP), access to property info, access to TRIPS, access to Payroll, buyer ID no.s, memo to requester expir. term, consultant work auth., closeout memo, consultant forms/templates, ability to open Mother Order.

Universal requirements also include available communication links (i.e., fax, e-mail, Lotus Notes, and other forms of electronic transfer).

## Interfaces

The following interfaces have been identified as required:

- POIMS,
- PAIRS,
- EIS,
- FMIS,
- SM System,
- Eudora,
- Tax Area of Payroll
- a connection to the Small Business Office,
- PAID,
- the Financial Systems,
- TRIPS,
- any and available fax interface system.
- Vendor Database (small business office system)

## Management Issues

- The system has the capability to drill down to other interfaces from any location
- Current PAID system must be changed to reflect "QTY Ordered = QTY REV'D = QTY INV'D = QTY PD = Auto Close-Out (OK out the door)". The current PAID system shows contracts closed, even though contract expiration is months away.
- Treat consultant contracts the same as regular procurements using the PAID system once the current tax issues are resolved (with Robin Gurule's group).
- Existing systems, as well as the new TIPS system must be adequately managed and maintained to be useful. {To avoid} garbage in -- garbage out.
- Make PAID history easier to access after Close-Out so that administrative changes can be added easily as a post Close-Out action.
- All Close-Out procedures should have the capability of using electronic system for capturing requirements.
- The system has the capability to identify duplicate PR numbers and lock them out appropriately.

## Red Flags

Red flags are administrative issues that will prevent payment and/or close-out of a contract. Red flags must be remedied before system allows invoice payment or close-out.

- *Actions* are remedies for Red Flags using the *Universal Issues* category.
- Once red flags are clicked on, the system will provide additional sublevel (drill-down ability) screens that allow you to choose the action categories that are represented by the Universal Issue categories.
- The *Universal Issues* category captures those “very important administrative areas” that need to be accessible within sublevel screens. Access to *Universal Issues* should be developed as Windows screens, pull down menus, or as connections to existing systems.
- Tax is potentially a Universal Issue for all close-out screens and will be listed as a red flag if pertinent (applicable).

**Note:** *The red flags listed do not necessarily pertain to all Close-Out screens. The system would display only the red flags that are pertinent to the specific type of Close-Out being processed at any given time.*

## Example 1

This is an example of the purchase of an off-the-shelf item that requires a receiving report and has been designated with a 1a message code.

Total Integrated Procurement System								
Purchase Order Close-Out								
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help
P.O. Number		Buyer ID#						
#		B1010 SML6-40						
This field will locate whatever PO# number you type into the system.		This field will display a list of all the POs under the Buyer ID# that you enter into the system. Then select individual PO as an option.						
Return to previous menu		Return to main menu		Universal			Exit system	

**Note:** Once you click on a PO using either the PO# or the Buyer ID#, the Close-Out requirements are determined by the action code that is displayed. The system will then take you to the corresponding Close-Out Requirements screen.

## Example 1, Continued

The following is an example of how the system would work using one PO. For example, if a buyer typed in a PO#, pressed <Enter>, and there was a problem with that PO#, a flashing red flag would appear (i.e., the Invoices field, RR, SM, Property, etc.) would indicate the existence of a problem. The buyer would then click on the flashing red flag button to see what action is required (see *Universal Issues* under **Red Flags** on page 15), to close that PO and the system will display the following screen.

Total Integrated Procurement System								
Purchase Order Close-Out								
General Close-Out								
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help
PO# B1010 SML6-40								
Red Flags		<Flashing>						
{Click on any flashing button here and . . . }				{This menu will drop down}				
Invoices		<Flashing>		√	All Pending Invoices			
RR's		√		Once the user clicks on the flashing red flag, the system would then display the particular area with which there was a problem.				
SM's		√						
Property		√						
Rentals		√						
NO INVOICE Receiving		√						
Tax Issues		√		<b>Note:</b> Red flags are unique to the individual Close-Out Screens, i.e., General Close-Out				
Return to previous menu		Return to main menu						



## Example 1, Continued

The sample Close-Out Requirement below needs a Receiving Report. The system should provide the buyer with the requirements they need to close out this PO. For example, for a Receiving Report, the buying office will contact the end-user via E-mail to see if the item is in. If the item has been received, a confirmation of receipt is required from the requester and is sent electronically to the appropriate parties. If the item has not been received, then the buying office needs a link via fax to the vendor and other appropriate parties. The system should provide the same kind of automatic routing for all of the Close-Out Requirements.

Total Integrated Procurement System								
Purchase Order Close-Out								
General Close-Out (1-Series Example)								
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help
PO#      B1010 SML6-40				Message Code per Line Item				
Total # of Line Items      2				Line Item 1: 1A				
				Line Item 2:				
				Line Item 3:				

## Example 1, Continued

This is an example of a General Close-out screen for a 1-series.

Total Integrated Procurement System																
Purchase Order Close-Out																
General Close-Out (1-Series Example)																
File		Edit		Appl1		Appl2		Appl3		View		Options		Window		Help
This above highlighted line item needs the following:																
* a Receiving Report (RR) [message code 1a]																
* a Confirmation Receipt																
Red Flags								Actions								
Universal → to E-mail								This field will display to the user the actions they need to take to close-out this particular PO.								
Display PO from PAID system																
Return to previous menu				Return to main menu				Universal				Exit system				

The system should provide all drill-down information on an automatic E-mailed confirmation of receipt template for end-user's verification.



## Example 1, Continued

When the buyer clicks on the Universal Button, the system will display a drill-down screen showing the following:

Purchase Order Close-Out									
General Close-Out (1-Series Example)									
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help	
E-Mail					Final Invoice				
Fax					Mods/Change Orders				
Hard Copy					Have RRs Generated				
Telephone #					Notification to Other Groups (e.g., Property, FIN, Requester, etc.)				
Red Report Override									

When the buyer clicks on the E-mail button, the system will display a template that automatically retrieves the Requester's information, such as E-mail address, and would contact that requester asking whether the material has been received. If the material has not been received, the system would contact the buyer, who in turn would fax or E-mail the vendor for information. If the material has been received, the requester would forward the required information to the Receiving Group and other appropriate parties.

## Example 2

The problem in the sample Close-Out Requirement below, is that the requester and the buyer signatures are needed on the invoice. At this point, the system should provide the buyer with the requirements they need to close out this PO. For example, for an invoice problem, the buying office will contact the end-user for an authorized signature, as required for a 2E message code. The system should provide all drill-down information on an automatic E-mail message to the end-user requesting signature. The system should provide the same kind of automatic routing for all of the Close-Out Requirements.

Total Integrated Procurement System									
Purchase Order Close-Out									
General Close-Out (2-Series Example)									
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help	
PO# B1010 SML6-40					Message Code per Line Item				
Total # of Line Items __2					Line Item 1: 1A				
					Line Item 2: 2E Requester and Buyer signature				
					Line Item 3:				
The above highlighted line item needs the following two signatures:									
* _____					Buyer's Signature				
* _____					Requester's Signature				
Red Flags					Actions				
Universal					This field will display to the user the actions they need to take to close-out this particular PO.				
Display PO from PAID system									
Return to previous menu			Return to main menu			Universal		Exit system	

Here, the buyer clicks on the Universal Button.

## Example 2, Continued

When the buyer clicks on the Universal Button, the system will display a drill-down screen showing the following:

Purchase Order Close-Out									
General Close-Out (2-Series Example)									
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help	
E-mail → to Requester					Final Invoice				
Fax					Mods/Change Orders				
Hard Copy					Have RRs Generated				
Telephone #					Notification to Other Groups (e.g., Property, FIN, Requester, etc.)				
Red Report Override									

When the buyer clicks on the E-mail button, the system will display a template that automatically retrieves the requester's information, such as E-mail address, and would contact that requester.

Here, the buyer clicks on the E-mail Button.

## Example 2, Continued

This is an example of a General Close-out 2-series.

Total Integrated Procurement System									
Purchase Order Close-Out									
General Close-Out (2-Series Example)									
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help	
PO# B1010 SML6-40					Message Code per Line Item				
Total # of Line Items 2					Line Item 1: 1A				
					Line Item 2: 2E Requester and Buyer signature				
					Line Item 3:				
The above highlighted line item needs the following:									
* _____					Buyer's Signature				
* _____					Requester's Signature				
Red Flags					Actions				
Universal					This field will display to the user the actions they need to take to close-out this particular PO.				
Display PO from PAID system									
Return to previous menu			Return to main menu			Universal		Exit system	

The problem in the example above, is that both the requester and buyer signatures are needed. Here, the buyer should be able to click on an icon and the system should provide the buyer with the requirements they need to close out this PO.

For example, to obtain the requester's signature, the system should provide all drill-down information to the requester for their signature. Once the requester approves/disapproves the invoice, the system will allow the requester to return information electronically to the buyer (e.g., E-mail) for the buyer's signature. The buyer would then forward approvals to BUS-1. If the invoice is disapproved, then red flags are reworked. The system should provide the same kind of automatic routing for all of the Close-Out Requirements.

## Example 3

Close-Out procedures for R&D, Construction, and A&E, which require 2-series or 9-series approvals, will follow the same path as those explained in Example 2. However, *red flag issues will be specific to contract type close-out.*

Total Integrated Procurement System									
Purchase Order Close-Out									
Construction Contracts Screen									
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help	
<b>Construction is the total amount of the contract = total amount paid</b>									
RED FLAGS					RED FLAGS				
<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Claims Release</li> <li>• Beneficial Occupancy Date</li> <li>• Final Acceptance Date</li> <li>• Change Orders</li> <li>• T&amp;M Audit Report</li> <li>• GFP</li> <li>• SM's</li> <li>• Audit request form 620A</li> <li>• Ability to open Mother Order</li> <li>• Requirements Memo</li> <li>• Disposition of GFP</li> <li>• RR from Property</li> </ul>					<ul style="list-style-type: none"> <li>• Completion date (triggers)               <ul style="list-style-type: none"> <li>- final invoice per task</li> <li>- performance evaluations</li> <li>- release and assignments</li> <li>- patents</li> <li>- patent law certification</li> </ul> </li> <li>• Mod/Change Order</li> <li>• Task Orders</li> <li>• Capture Post-Award Information Screens</li> <li>• Accept Form</li> <li>• Final Reports</li> <li>• Tax</li> <li>• Running total of Retainage</li> </ul>				
Return to previous menu			Return to main menu		Universal			Exit system	

**Note:** *The red flags listed do not necessarily pertain to all Close-Out screens. The system would display only the red flags that are pertinent to the specific type of Close-Out being processed at any given time.*

## Example 4

Close-Out procedures for R&D, Construction, and A&E, which require 2-series or 9-series approvals, will follow the same path as those explained in Example 2. However, *red flag issues will be specific to contract type close-out.*

This is an example of the R&D Screen.

Total Integrated Procurement System									
Purchase Order Close-Out									
R&D Screen									
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help	
RED FLAGS					RED FLAGS				
<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Claims Release</li> <li>• Beneficial Occupancy Date</li> <li>• Final Acceptance Date</li> <li>• Change Orders</li> <li>• T&amp;M Audit Report</li> <li>• GFP</li> <li>• SM's</li> <li>• Audit request form 620A</li> <li>• Ability to open Mother Order</li> <li>• Requirements Memo</li> <li>• Disposition of GFP</li> <li>• RR from Property</li> </ul>					<ul style="list-style-type: none"> <li>• Completion date (triggers)               <ul style="list-style-type: none"> <li>- final invoice per task</li> <li>- performance evaluations</li> <li>- release and assignments</li> </ul> </li> <li>- patents</li> <li>- patent law certification</li> <li>• Mod/Change Order</li> <li>• Task Orders</li> <li>• Capture Post-Award Information Screens</li> <li>• Accept Form</li> <li>• Final Reports</li> <li>• Tax</li> <li>• Running total of Each Task w/in the Mother Contract</li> </ul>				
Return to previous menu		Return to main menu		Universal		Exit system			

**Note:** *The red flags listed do not necessarily pertain to all Close-Out screens. The system would display only the red flags that are pertinent to the specific type of Close-Out being processed at any given time.*

## Example 5

Close-Out procedures for R&D, Construction, and A&E, which require 2-series or 9-series approvals, will follow the same path as those explained in Example 2. However, *red flag issues will be specific to contract type close-out.*

This is an example of the A&E Contracts Screen.

Total Integrated Procurement System									
Purchase Order Close-Out									
A&E Contracts Screen									
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help	
RED FLAGS					RED FLAGS				
<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Claims Release</li> <li>• Beneficial Occupancy Date</li> <li>• Final Acceptance Date</li> <li>• Change Orders</li> <li>• T&amp;M Audit Report</li> <li>• GFP</li> <li>• SM's</li> <li>• Audit request form 620A</li> <li>• Ability to open Mother Order</li> <li>• Requirements Memo</li> <li>• Disposition of GFP</li> <li>• RR from Property</li> </ul>					<ul style="list-style-type: none"> <li>• Completion date (triggers)               <ul style="list-style-type: none"> <li>- final invoice per task</li> <li>- performance evaluations</li> <li>- release and assignments</li> <li>- patents</li> <li>- patent law certification</li> </ul> </li> <li>• Mod/Change Order</li> <li>• Task Orders</li> <li>• Capture Post-Award Information Screens</li> <li>• Accept Form</li> <li>• Final Reports</li> <li>• Tax</li> </ul>				
Return to previous menu		Return to main menu		Universal			Exit system		

**Note:** *The red flags listed do not necessarily pertain to all Close-Out screens. The system would display only the red flags that are pertinent to the specific type of Close-Out being processed at any given time.*

## Example 6

Close-Out procedures for R&D, Construction, and A&E, which require 2-series or 9-series approvals, will follow the same path as those explained in Example 2. However, *red flag issues will be specific to contract type close-out.*

This is an example of the Consultants Screen.

Total Integrated Procurement System									
Purchase Order Close-Out									
Consultants Screen									
File	Edit	Appl1	Appl2	Appl3	View	Options	Window	Help	
RED FLAGS					RED FLAGS				
<ul style="list-style-type: none"> <li>• GFP</li> <li>• SM's</li> <li>• Authorized no. of days</li> <li>• Authorization of approval of money</li> <li>• Term</li> <li>• Attendance reporting</li> <li>• Contract ceiling amount</li> </ul>					<ul style="list-style-type: none"> <li>• Running total of:               <ul style="list-style-type: none"> <li>- Labor</li> <li>- Travel</li> <li>- Tax</li> </ul> </li> <li>• Consultant work authorization in "Invitation"</li> <li>• Close-Out Memo</li> <li>• Consultant Forms and Templates</li> <li>• Tax Templates               <ul style="list-style-type: none"> <li>- 1099</li> <li>- 1042</li> <li>- W2s</li> <li>- All Payroll Forms</li> </ul> </li> </ul>				
Return to previous menu		Return to main menu			Universal		Exit system		

**Note:** *The red flags listed do not necessarily pertain to all Close-Out screens. The system would display only the red flags that are pertinent to the specific type of Close-Out being processed at any given time.*